



CITY OF SENECA
Planning and Development
P.O. Box 4773
250 East North Second Street
Seneca, South Carolina 29679
(864) 888-0878
Fax (864) 888-0879
www.seneca.sc.us

Jason Streetman, AICP
City Planner

CITY OF SENECA, SC
REQUEST FOR QUOTES – CONSULTANT SERVICES
RE-WRITING OF THE COMPREHENSIVE PLAN

The City of Seneca will accept quotes from qualified consulting firms interested in creating a new Comprehensive Plan as required by the State of South Carolina and in compliance with Section §§ 6-29-510 of the South Carolina Code of Laws also known as the South Carolina Local Government Comprehensive Planning Enabling Act of 1994.

The City of Seneca invites qualified firms with considerable experience in community design, land use planning, economics, and citizen participation to submit cost quotes to rewrite its comprehensive plan. The quote shall include the cost breakdown associated with obtaining input from the public, promotion of public participation, and awareness from all interested parties as well as the proposed number and timing of public meetings at various stages of the process. Beyond cost quotes, particular interest will be in the firm's public participation strategy.

The City of Seneca's Comprehensive Plan is intended to serve as both a physical and policy plan to guide the City of Seneca in its future decision-making concerning land use and development / redevelopment, mobility, infrastructure, economic development, community facilities, parks and recreation, transportation, as well as neighborhood and community enhancement for the next twenty years. The city would like to have a fresh comprehensive plan and the consultant along with all interested stakeholders will guide how best to do so.

Background:

Recently the city completed a yearlong in house effort to update its comprehensive plan. Although approved, city leaders are not satisfied with the level of citizen participation; therefore the city is looking for a fresh plan over another update attempt. The City of Seneca has a population of approximately 8,246 residents and is the largest city located in Oconee County within the upstate of South Carolina at the foothills of the Blue Ridge Mountains. A full service city; Seneca provides for police, fire, water, sewer, and electricity.

RFQ requirements and evaluation criteria:

At a minimum; quotes/proposals shall contain and address the following information:

- ▶ Lump sum price, broken down in detail to every level of the plan process. **30%**
- ▶ The firm's capability and related experience on projects of similar size and scope. **20%**
- ▶ Description of personnel to be involved in the study, including credentials, resume, etc. **20%**
- ▶ Detailed description of the methodology the firm will use in fulfilling the scope of work. **15%**
- ▶ Time frame for completion of the scope of work and public participation strategy. **15%**

RFQ deadline:

RFQ due Friday April 15, 2016 by 4:00 PM EST

Questions may be directed by email or phone to Jason Streetman, AICP- City Planner
jstreetman@seneca.sc.us Phone 864-888-0878.

Sealed quotes (5 copies) can be submitted prior to the above deadline to.

City of Seneca City Hall,
Attn: Jason Streetman, AICP City Planner
P.O. Box 4773
250 E.N. Second Street
Seneca, SC 29679

The City of Seneca reserves the right to reject any, all, or part of the RFQ submitted and negotiate with all qualified respondents. The City may cancel this request in part or all if it is deemed in the best interest of the City with or without notice.

Furthermore, the City of Seneca shall not, under any circumstances, be liable for any pre-contractual expenses incurred by the bidders/respondents to this RFQ. Bidders shall not include any such expenses as part of their proposal.